



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

HUMAN RESOURCES ASSISTANT

SOLICITATION No. **10-005**

OPENING DATE: **June 4, 2010**

CLOSING DATE: **June 25, 2010**

Basic Function of Position:

Under the supervision of the Senior HR Specialist the incumbent serves as a member of the USAID/Iraq Human Resources Office, and performs a variety of technical HR administration and operational support activities for all categories of USAID/Iraq employees.

The basic function of the position is to deal with Work Plans, Performance Evaluation Reports, Position Descriptions and Personnel Actions;

Maintain, organize and update Official Personnel Files (OPEFs) and PSC Contract files and ensure their completeness, accuracy and compliance with HR & contracting content requirements and organization;

Compile data and/or document and update or revise database systems and other automated records to produce various reports;

Serve as a focal point for the recording and processing of various award nominations.

Perform various other administrative and clerical duties to ensure the provision of quality and timely services. Serve as the timekeeper for HR FSN, preparing T&A reports and maintaining related records, etc.

Position Grade:

Full performance grade level for this position is: FSN-07. A training grade level, below FSN-07, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq

APO AE 09316 Office Tel: 202-216-6276 ext. 1298 (U.S. number)

www.usaid.gov

Required Qualifications:

- A. Education: AA degree or equivalent in Personnel/Human Resources management, Business/Public Administration, International Relations, Law, Humanities or other related area, is required.
- B. Prior Work Experience: A minimum of four years of responsible administrative and clerical experience with a reputable English-speaking organization, preferably involving Human Resources/Personnel, are required. Previous experience in US Government HR is highly desirable.
- C. Language Proficiency: Level IV (Fluent) in English and fluent Arabic required.
- D. Knowledge: Thorough knowledge of standard office procedures and practices. Thorough knowledge of the requirements and procedures for preparing various HR forms, reports, correspondence, and documents, as well as the organization and maintenance of OPFs. Good knowledge of HR policies and procedures regarding a host of Iraq HR functions and services, as well as post and mission specific HR policies and procedures for Iraq staff. Good knowledge of the organization, structure, and functions of the USAID Mission in Iraq and familiarity with its programs and objectives. Familiarity with Iraq laws, regulations, practices and other factors affecting HR services.
- E. Skills and Abilities: Excellent skill in using MS Word & Excel in a Windows environment is required. Skill in using other applications, e.g., Visio, Crystal report, etc. is highly desirable. English Typing Level II (40 wpm), with a high degree of accuracy is required, and Level I Arabic typing is highly desirable. Good mathematical skills required. Excellent interpersonal skills, pleasant personality, customer-oriented, tactful, and courteous in dealing with Mission staff and office visitors. Good organizational skills, patience, and the ability to work under pressure and to deal with information in a confidential manner.

How to apply for this Solicitation

Interested applicants **MUST** submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Cover letter highlighting applicant's reason for applying and supplemental documents specifically addressing the required qualifications shown in the solicitation;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov

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USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Late, incomplete or unsigned applications shall not be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov
www.usaid.gov/iraq/employment.html

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